

Solutions

2.1 Announcement; one coordinator addresses a group with arrangements/instructions, rather than exchanging replies.

2.2 Library seminar room on the ground floor; 15:30. 16:15 is the finish time.

2.3 Collect an article copy from the library desk before the meeting because she was absent. Arrive five minutes before 15:30. If step-free access is needed, email the coordinator by Monday lunchtime. Preserve that condition; do not assume Mei has an access need.

2.4 Award B1 each for two of first/second/finally. They locate points but do not supply the contact deadline or access condition.

3.1 Award correction B1 and explanation B1 per distinct error: start 15:30 versus finish 16:15; library seminar room versus old room 204; bring/collect the article, not buy a book; usual stair entrance closed, not required for everyone; conditional access email by Monday lunchtime, not after Tuesday. Credit three only; do not double-count the same error.

3.2 Local analytic rubric, $8 \times B1$: Tuesday and new room; start/finish correctly distinguished; five-minute early arrival; class article and absent-student copy arrangement; no invented purchase; conditional access email and correct deadline; closed stair entrance and specific clarification; coherent truthful 80–110 word response. Example: “Tuesday’s reading club will meet in the library seminar room on the ground floor, rather than room 204. It will start at 15:30 and finish at 16:15, so please arrive five minutes before the start. Bring the article from today’s class. If you were absent, collect a copy from the library desk before the meeting; no book purchase is required. If you need step-free access, email the coordinator by Monday lunchtime for the alternative entrance arrangements. The usual stair entrance will be closed. Please check any uncertain arrangement with the coordinator instead of guessing.”